

Communications and Information

**PUBLICATIONS MANAGEMENT PROGRAM**

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**BY ORDER OF THE DEPUTY COMMANDER**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

**NOTICE: This publication is available electronically in the USTRANSCOM electronic Library.**

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*OPR: TCCS-IM (SSgt Rawn)*  
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Authority for this instruction is title 44, United States Code (U.S.C.), Public Printing and Documents. It implements Department of Defense (DOD) 5025.1-M, DOD Directive System Procedures. It provides the procedures for creating, revising, staffing, and approving command publications. Procedures are necessary to ensure all affected organizations review information in command publications to eliminate conflicting processes or procedures and to consider any legal, safety, or security requirements. It applies to all USTRANSCOM personnel who prepare, manage, review, certify, approve, or use publications. Send comments and suggested improvements to this publication on Air Force (AF) Form 847, Recommendation for Change of Publication, to USTRANSCOM/TCCS-IM, 508 Scott Drive, Scott AFB IL 62225-5357. The use of a name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM.

## **SUMMARY OF REVISIONS**

Updates the text and attachments. **NOTE:** Since this directive has been revised in its entirety, asterisks will not be used to identify revised material.

**1. References and Supporting Information.** References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

## **2. Publications Authority:**

**2.1.** USTRANSCOM Office of the Chief of Staff (TCCS), Information Management Branch (TCCS-IM), Publications, Forms, and Reprographics Team (TCCS-IMP) is the publications and forms management authority for USTRANSCOM. The Office of Primary Responsibility (OPR) for a command publication will comply with this instruction when developing, revising, or changing a command publication.

**2.2.** OPRs responsible for developing, revising, or changing a publication should review and become familiar with Air Force Instruction (AFI) 33-360V1. Review DOD 5025.1-M if you are recommending a change to or writing a DOD publication. Review Joint Staff Instruction (JSI) 5701.01A and Joint Staff Manual (JSM) 5701.01 if you are recommending a change to or writing a Joint Chiefs of Staff (JCS) publication.

**2.3.** USTRANSCOM publications are official as soon as they are posted to the USTRANSCOM electronic Library.

**2.4.** Approval authority within USTRANSCOM:

**2.4.1.** Directors and Chiefs, Command Support Group Elements, or their deputies are authorized to approve publications, as applicable, and sign as approving authority (Block 21) on AF Form 673, **Request to Issue Publication**; AF Form 1382, **Request for Review of Publication and/or Form(s)**; AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**; and Defense Department (DD) Form 67, **Form Processing Action Request**.

**2.4.2.** In the absence of a designated approving official, the person acting in that capacity has authority. Approval authority will not be further delegated.

**2.4.3.** The Chief of Staff (TCCS) will coordinate on all USTRANSCOM publications prior to forwarding to the Deputy Commander and Commander for action as appropriate. The Deputy Commander (DCDR) is final approval authority on all USTRANSCOM publications. The DCDR will sign all Policy Directives (PDs). The DCDR will determine the need for the Commander's (CC's) coordination/approval/ signature on publications prior to their release.

### **3. Recording Coordination:**

**3.1.** AF Form 673 will be used for *all* coordination and approval of publications within USTRANSCOM, including coordination with the Transportation Component Commands (TCCs) (Attachment 2). Block 21 of AF Form 673 will be signed by one of the officials designated in paragraphs 2.4.1. or 2.4.2.

**3.2.** It is mandatory that all USTRANSCOM directorates, DREs, Joint Transportation Reserve Unit (JTRU), and TCCS-IMP coordinate on all new/revised command publications (see Attachment 2). The OPR determines what "other" staff offices, staff liaison officers, components, and other agencies have a technical or functional interest for required coordination. Publications may be coordinated electronically at the OPR's discretion.

**4. Certification, Approval, and Authentication Criteria and Responsibilities.** These are separate and distinct actions. An individual who certifies the need for a particular publication

does not have to be the same individual authorized to approve it. The following will apply for USTRANSCOM:

**4.1.** All PDs will be authenticated by the DCDR. Additionally, the Chief of Staff/DCDR will be final approval authority on all other publications prior to release.

**4.2.** An instruction, pamphlet, index, directory, handbook, recurring publication, or visual aid will be approved by the Director or Deputy Director; Chief, Command Support Group; or designated official per paragraphs 2.4.1. and 2.4.2. The approving authority will be the individual whose signature appears in Block 21 of AF Form 673.

**4.2.1.** Certifying official will be individual's signature that appears in Block 18 of AF Form 673.

**4.2.2.** Normally, the certifying official is a minimum of one organizational level above the OPR or action officer level; i.e., division level. The certifying official certifies the need for the publication, currency of information, applicability, and propriety of content. Occasionally, there will be instances when the certifying and approving official will be the same individual.

**4.3.** The signature block of the approval authority will appear on the final page of the publication. *NOTE:* The approving authority does not sign in the signature block on the final page, since signature in Block 21 of AF Form 673 denotes approval of publication.

**4.4.** The OPR's and approving official's name will appear at the top of the first page (title page) of the publication.

**4.5.** Once coordination is complete, the Command Section will sign/approve all publications prior to release and final processing. Prepare an AF Form 673 (Attachment 3) for forwarding package to the Command Section. Forward complete package to TCCS-IMP for final edit and forwarding to the Command Section. Following Command Section signature/approval, package will be returned to TCCS-IMP for release, final processing, and placement on the WWW.

**4.6.** TCCS-IMP will maintain the records set of the publication.

**5. Categories of Publications.** There are two categories of USTRANSCOM publications, directive and nondirective. In choosing a publication type, first check the directive and nondirective definitions (paragraphs 5.1. and 5.2.), then choose the type of publication that best fits your information requirements.

**5.1. Directive Publications.** Publications that are necessary to meet the requirements of law, safety, security, or other areas benefiting common direction and standardization. Publications in the directive category are:

**5.1.1. Policy Directives (PDs).** PDs contain directive policy statements by the Commander and DCDR to initiate, govern, or regulate actions of conduct by USTRANSCOM activities at any level within their area of responsibility. Initiate a policy directive when you want to establish/state command policy. A PD must not contradict a higher headquarters publication. PDs are normally no more than two composed pages (without attachments). Prescribed format for a PD is at Attachment 4.

**5.1.2. Instructions.** Instructions are directive and provide essential procedural guidance necessary to implement command or higher headquarters policy. They assign responsibilities, direct actions, ensure compliance, and give detailed procedures to implement USTRANSCOM requirements to operate programs, activities, and specific actions. Prescribed format for an Instruction is at Attachment 5.

**5.2. Nondirective Publications.** Nondirective publications are informational and suggest guidance that you can modify to fit the circumstances. Compliance with nondirective publications is not mandatory. Use these publications as reference aids, "how-to" guides, or as sources of official information. Publications in the nondirective category are:

**5.2.1. Pamphlets.** Pamphlets are informational publications that do not contain policy. Pamphlets are usually written in a more informal style and need not follow a specific format. Pamphlets may provide guidance regarding reports, but may not prescribe reports. They may cite forms and provide guidance on completing them, but may not prescribe them.

**5.2.2. Indices.** Indices are informational publications that serve to guide, point out, or otherwise facilitate a reference.

**5.2.3. Directories.** Directories are informational publications that are a compilation serving to direct. They are systematically arranged, usually in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.

**5.2.4. Handbooks.** Handbooks are concise reference books on the technical aspects of a particular subject or a compilation of factual data and instructional material not subject to frequent revision.

**5.2.5. Catalogs (CAT).** Catalogs are informational publications that are detailed listings which describe or list a collection of information according to some plan.

**5.2.6. Recurring Publications (RPs).** RPs are nondirective magazines, periodicals, or newsletters.

**5.2.7. Visual Aids (VAs).** VAs are posters or graphic illustrations. VAs are issued for display on walls, bulletin boards, desks, and other places.

**6. Revising a Publication.** A revision is a rewritten version of an existing publication. When issued, a revision supersedes the previous edition of that publication. Do not revise a publication merely to update office symbols, organizational titles, distribution lists, series numbers and titles, signature elements, or references. A "Summary of Revisions" is mandatory for all revised command publications.

**7. Publication Changes.** Because all command publications are now published electronically and posted on the WWW, it is mandatory that all publication changes be processed through TCJ6-RIP. Once the publication is posted to the WWW, it is official, and will not be down-loaded for changes without the OPR issuing a formal change through TCJ6-RIP.

**7.1. Interim Changes (ICs).** ICs are issued to announce only critical information needed to meet a mandatory effective date set by Public Law, Executive Order, or DOD. They add, delete, or modify a procedure.

**7.2. Numbering Changes.** TCCS-IMP assigns a number to each change using the last two digits of the calendar year, followed by a hyphen and a control number; e.g., IC 99-1; IC 99-2; IC 99-3, etc.

**7.3. Coordination and Approval Process of an IC.** There is no requirement to coordinate an IC unless the OPR deems it necessary. If coordination is required, use an AF Form 673.

**7.4. Identifying IC changed material.** Use an asterisk (\*). The only authorized changes are those that do not require you to renumber the paragraphs. If the changes require renumbering of the paragraphs, then you must revise the publication instead. OPRs must provide changes in complete paragraphs, for example:

**7.4.1. One-for-One Changes.** Paragraph 3 will completely replace paragraph 3 (provide all of paragraph 3 even if only one word or one sentence changed).

**7.4.2. Adding Paragraphs.** Add paragraphs that do not cause publication renumbering. For example, you can add paragraph 3.1.4. after paragraph 3.1.3.

**7.4.3. Deletions.** Delete a paragraph like this: 3.5. DELETED.

**7.4.4. Figures, Tables, and Attachments.** Completely delete or provide a completely new figure, table, or attachment to replace the current figure, table, or attachment. You can add figures, tables, and attachments, as long as there is a corresponding reference to them in a paragraph.

**7.5.** TCCS-IMP will incorporate an IC into the basic publication and post to the WWW.

**8. Distribution.** All USTRANSCOM approved publications will be special "X" distribution and available electronically, with print on demand capability, via the USTRANSCOM WWW. If printed copies are required, the OPR will list all addressees to receive the publication and the number of copies for each. It is the OPR's responsibility to maintain the distribution list and make distribution, as well as maintain shelf stock, if applicable. Follow the procedures in USTRANSCOMI 33-8, *Reprographics Management Program - Printing, Duplicating, and Copying*, for requesting printed copies.

**9. Preparing the Draft.** AFI 33-360V1, Chapter 3, provides guidance and required information that will be included in standard publications.

**9.1. Format.** All documents will be accomplished electronically, including attachments. Publications will be done in MS Word 97 or upgrades thereto. If your publication has unique specifications, coordinate with TCCS-IMP prior to starting the draft. In some instances it is necessary for the publication to be accomplished in PageMaker or QuarkEXpress.

**9.2.** Preferable font styles are CG Times, Times New Roman, or Letter Gothic. Font size is 12. Double-space the draft/coordination copy (double-spacing is required to allow room for editing and staff comments). Use double-spacing between *all* paragraphs. Use 1-inch margins. Use an all digital paragraph numbering system. (See Elements of a Publication, Attachment 6). Paragraph numbers will be flush with the left margin. All paragraph number designations will be "bold face" type (no underlining).

**9.3.** Set tabs must be used in lieu of spaces for required indentions.

**9.4.** See Attachment 6 for organizational elements of a publication; such as, volumes, chapters, sections, paragraphs, subparagraphs, attachments, figures, and tables.

**9.5.** An attachment (appendix) to an attachment is not authorized for publications. Each attachment stands on its own.

**9.6.** *All* abbreviations and acronyms will be spelled out the first time they are used with the abbreviation/acronym in parenthesis; for example, United States Transportation Command (USTRANSCOM). When using unfamiliar acronyms, repeat the entire phrase periodically. If more than 15 abbreviations are used, add a glossary as an attachment (see Attachment 1).

**9.7.** Spell out and explain all "terms" used in your publication. If there are more than 15 terms to be explained, list in alphabetical order and include as a separate section to the glossary (see Attachment 1).

**9.8.** Getting started on your publication. Following are helpful hints to remember when writing and formatting your publication:

**9.8.1. Writing Styles.** Make the style of a publication appropriate for the user and for the purpose intended. Write in a direct, active voice with simple, concise sentences. Writing styles depend on whether the information you are presenting is directive or informational.

**9.8.2. Mood, Tense, and Voice.** The imperative mood "do," the future tense "will," and the word "must," are the language of command. They dictate no choice of action. Use them in publications that are directive and those that prescribe procedures. Use "can" and "may" to permit a choice and express a guideline. "Should" is advisory and indicates a desirable procedure. The present tense "does" and "is" is descriptive rather than directive, and should be used to explain standard practice.

**9.8.3. Personal Pronouns.** Second person pronouns "we" and "you" are acceptable in directive and informational publications. Third person singular pronouns "he" and "she" must meet neutral language requirements.

**9.8.4. Gender-Neutral Language.** Comply with equal employment opportunity policy and prevent possible sex discrimination or perceptions thereof by avoiding gender-specific language. Particularly in Personnel publications; e.g., use "spouse" instead of "husband/wife" and "he/she." Example, "Information managers will complete their training" rather than "the information manager completes his or her training."

**9.8.5. Using Proper Terms in Publications:**

**9.8.5.1.** Do not use terms, illustrations, and titles in a publication when they could discredit USTRANSCOM, subject it to public ridicule, or offend readers of either sex or of any race, age group, religion, political affiliation, or nationality. Do not show obsolete, stereotyped roles of personnel in the work force. Illustrations, photos, etc., should show the career field as it exists; e.g., use products showing both men and women as office workers, technicians, managers.

**9.8.5.2.** Do not use terms that are joke or gag names for people, military installations, or office designations. Use official military titles (Major, MSgt, CAPT, etc.) rather than military pay grades (O-4, E-6, O-6) to refer to military personnel. **NOTE:** Use military pay grades only when referring to the military pay system.

**9.8.5.3.** Do not use terms that are demeaning; e.g., use the term "family member" instead of "dependent," if legally acceptable. Use "dependent" to define some benefits and entitlements established by statute or policy. When there is no legal effect, change the term "dependent" to "family member" or "spouse." Avoid terms that may be misleading. Use the title "Ms." with the surname when the marital status of a woman addressee is unknown. If there is an indicated preference for "Miss" or "Mrs." use that title.

**9.9. Forewords.** Only nondirective publications may have a foreword to provide a personal message from a proponent. Limit the foreword to one page. Do not repeat the wording in the purpose statement. Do not number the page. The foreword precedes the title (first page). Printed documents with a foreword must have a cover. Signing of forewords is optional.

**9.10. References.** Limit the use of references. Be specific when citing a reference, tell readers why the referenced information is needed, unless the reason is obvious. References such as "in current directives," "contained in existing instructions," and "as prescribed in pertinent publications" are vague and of little use. **NOTE:** List all references cited in the publication in Attachment 1 titled, *Glossary of References and Supporting Information*.

**9.10.1.** When referencing another publication, cite the publication number and title. Type the publication title in italics. Omit the date and use the title to clarify the text the first time used. Thereafter, use only the publication number.

**9.10.2.** When referring to a form for the first time, cite the form number and title. Type the form title in bold. Thereafter, cite only the form designation (AF, USTRANSCOM, DD, etc.) and number.

**9.11. Using Illustrations.** *Requirements of Government Printing and Binding Regulations* (Senate Publication 101-9, paragraph 19): Use illustrations only when they relate to official Government business and are in the public interest, relate directly to the subject matter and are necessary to explain the text, do not aggrandize any individual, are in good taste and do not offend proper sensibilities, are restricted to the smallest size necessary to accomplish the purpose, and illustrate employees actually engaged in an act or service related to their duties.

**9.12. Graphics and Artwork for Publications.** In the word processing application, place the frame for the graphic as close to the citation as possible, preferably on the same page.

**9.13. Summary of Revisions.** If the proposed directive will revise a previously issued publication, include the required "Summary of Revisions" in a clear, concise paragraph following the purpose statement (see Attachment 5). Identify major policy changes or additions by citing the paragraph(s) or chapter(s) in which they appear. An \* indicates revisions from the previous edition. Place an \* at the beginning of each paragraph, chapter, section, etc., being changed. If the publication is being revised extensively, include the following note in the Summary of Revisions "**NOTE:** Since this publication has been revised extensively, asterisks will not be used to identify revised material."

**9.14. Privacy Act.** If the publication requires the collection and (or) maintenance of information protected by the Privacy Act, the following statement must be included in a separate paragraph (see Attachment 5): "This publication requires the collection and (or) maintenance of information protected by the Privacy Act of 1974. The authorities to collect and (or) maintain the records prescribed in this publication are (United States Code cite) and



(or) Executive Order (number). Forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of records notice (number and title) applies."

**9.15. Specific Legal Requirements - Enforceability of Publications.** Purpose statements must include, as warranted, specific enforceability language directing compliance by Government military and civilian personnel, including a description of the consequences of noncompliance (see Attachment 5). A punitive publication is one which is enforceable under Article 92(1) or 92(2) of the Uniform Code of Military Justice (UCMJ). A sample of a combined purpose and punitive statement could read: "This directive sets forth policies regarding USTRANSCOM Internet Access and Use. Failure to observe mandatory provisions of this directive in paragraphs 1, 2, and 3 by military personnel is a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related law." Not all publications, even though lawful, are "punitive"; i.e., punishable under Article 92. To be "punitive" a publication must clearly set forth the specific conduct of individual members to be regulated, using mandatory language. A nonpunitive publication is one that provides general guidelines or advice in conducting military functions. Even though a nonpunitive publication may not be enforced under Article 92(1) or 92(2), its provisions may form the basis for a duty which can be enforced under Article 92(3), a dereliction of duty. **NOTE:** The nonpunitive nature of a publication does not mean compliance is optional. Compliance with both punitive and nonpunitive publications is mandatory. (For further reference to punitive and nonpunitive publications refer to AFI 33-360V1, Chapter 3, paragraph 3.4.)

**9.16. Publication in the *Federal Register* of Proposed and Adopted Publications Affecting the Public.** The Air Force, as the command's executive agent, must notify the public of publications that affect the public or will require public compliance. Make notification in the Federal Register as prescribed by 5 U.S.C. 552 and 553. (For further reference see AFI 37-1 (will convert to the 90 series), *Federal Register*, which explains the policy, requirements, and procedures.)

**9.17. Sale to the Public.** Use Government Printing Office (GPO) Form 3868, **Notification of Intent to Publish**, to notify the GPO Superintendent of Documents if the publication is placed on sale to the public.

**9.18. Trade Name or Mark.** If publication uses a trade name or mark of a commercial manufacturer or service to clarify the text, include the following disclaimer as the last sentence in the publication's purpose statement (see Attachment 5): "The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by USTRANSCOM."

**9.19. Copyrighted and Contributed or Loaned Material.** Copyrighted material, or material contributed or loaned by non-Government sources can be used in a publication; however,

copyright/owner's permission is required. (See Attachment 7 for sample of copyright release request.)

**9.19.1.** Indicate in Block 16 of AF Form 673 that the publication contains copyrighted or loaned material.

**9.19.2.** At the bottom of the title page, centered below all other information, place this statement in bold upper case letters: **"THIS PUBLICATION CONTAINS COPYRIGHTED MATERIAL."** Additionally, for publications with a cover, in addition to placing the statement on the title page, also place it in bold capital letters, centered below all other information on the cover.

**9.19.3.** In the text, place a number symbol (#) at the beginning of the copyrighted material. In a footnote on the same page, show the name of the copyrighted work, the year the work was first published, the copyright symbol, and the name of the owner of the copyrighted work (name on the copyright release). (See Attachment 8 for sample of copyright footnotes.)

**9.20.** Effect of the Paperwork Reduction Act (Title 44, U.S.C., Chapter 35) on Publications. Every publication that authorizes collecting information internal or external to USTRANSCOM is subject to the Paperwork Reduction Act of 1995, and generally must be properly licensed with the proper control number. This includes information collected to satisfy statutory, congressional, and other interagency-imposed information requirements; the collection of information from sources external to the Federal Government; and information collected internally with USTRANSCOM. **NOTE:** See USTRANSCOMI 33-39, *USTRANSCOM Information Collection and Reports Management Program*, for further guidance.

**9.21.** Prescribing or Adopting Forms. You must use a directive publication to prescribe a form. To adopt a form prescribed in another publication, list the form number and title in the body of the publication. Do not list adopted forms on the AF Form 673, in the table of contents, or in the forms prescribed paragraph. (See AFI 33-160V2, *Forms Management Program*, for specific guidance.)

**10. Processing the Draft.** Once a new or revised publication is in draft form and ready to be coordinated, forward the following package (as applicable) to TCCS-IMP prior to further coordination.

**10.1.** Coordination AF Form 673 with Sections I and II completed (see Attachment 2). Type the following phrase in the remarks section (Block 16): **"For coordination only. Suspense: (Date determined by OPR--normally 10 working days). Return coordinated package to (OPR's functional address symbol). Publication is releasable to the public, or publication is not releasable to the public by marking it 'For Official Use Only (FOUO)' under FOIA**

**Exemption No. \_\_\_\_\_ or other reasons not releasable to the public determined by the OPR."**

**10.2.** Double-spaced manuscript including all attachments and diskette.

**10.3.** Any documents related to actions affecting the publication, such as exemptions, waivers granted, suggestions evaluated, recommendations for change, etc.

**10.4.** Permission to use copyrighted materials release, as applicable, at no charge to the Government.

**10.5.** A completed DD Form 67, **Form Processing Action Request**, if the publication prescribes a new USTRANSCOM form, and a draft copy of the proposed form.

**10.6.** A copy of all references listed within the publication.

**10.7.** TCCS-IMP will check all the required documents for format and accuracy and then return the complete package to the OPR with any recommended changes/corrections. After making corrections, the OPR will forward, in accordance with paragraph 3, the draft publication to those agencies listed in Section II of AF Form 673 for coordination. It is the OPR's responsibility to ensure that ***all*** coordination has been received, consolidated, and all remarks/nonconcurrences are resolved. **NOTE:** This instruction authorizes the use of publications coordination via electronic media per paragraph 3.2.

**10.8.** Resolution of conflicts. Proper resolution of conflict(s) arising during coordination of a publication is extremely important. If conflicts exist, the OPR will indicate in the remarks section of the coordination AF Form 673 that all conflicts have been resolved prior to forwarding to TCCS-IMP and the command section. If an issue cannot be resolved by the staff, the OPR must prepare an AF Form 1768, **Staff Summary Sheet**, coordinated with the nonconcurring staff(s) and submit it, through TCCS-IMP, with approval package to the command section for a final decision.

**10.9.** Once coordination has been completed, a clean copy draft of the publication and diskette, along with references, and all coordination documentation with comments, will be forwarded to TCCS-IMP for final edit and forwarding to the command section for approval/authentication. Command section concurrence will be accomplished on an AF Form 673 (see Attachment 3).

**10.10.** Classified Publications. Usually a standard publication is not classified; however, if it must be classified, refer to DOD 5200.1-R/USTRANSCOMR 205-1. After the draft has been coordinated and approved, the OPR will be responsible (after authorization by TCCS-IMP) to prepare in final form. TCCS-IMP will maintain the records set; the OPR will maintain the publication stock and make distribution.

**11. Indices.** TCCS-IMP will issue a publication index (USTRANSCOM Index 2) annually, or more frequently if required by the number of changes.

**12. Review of Publications.** TCCS-IMP initiates reviews annually in the anniversary month of the publication to determine the current status of the publication and each form it prescribes using AF Form 1382, **Request for Review of Publication and/or Form(s)**. The OPR completes Section II of AF Form 1382, and returns it to TCCS-IMP by the suspense date.

**13. Rescinding a Publication.** When a publication is no longer necessary, it is the OPR's responsibility to notify TCCS-IMP via e-mail, memo, etc., when a publication is no longer necessary. Once notified, TCCS-IMP will prepare an AF Form 1382 for special review. Following the approval official's signature in Section II of the AF Form 1382, TCCS-IMP will complete a USTRANSCOM Form 38, **USTRANSCOM Directives Cancellation Notice** (Attachment 9), and distribute to staff agencies affected by the rescission. TCCS-IMP will delete the rescinded publication from USTRANSCOM Index 2, *Numerical Index of USTRANSCOM Standard Publications*, at next update and from the WWW Library.

**14. Implementation of Higher Headquarters Publications.** TCCS-IMP is an e-mail addressee on DOD announcements of all DOD issuances (hereafter referred to as higher headquarters publications). TCCS-IMP will review the higher headquarters publication for applicability and command implementation, and determine the staff OPR via the subject matter or DOD agency listed in the paragraph titled "Effective Date and Implementation" of the higher headquarters publication. A copy of the DOD issuance will be forwarded to the appropriate USTRANSCOM directorate or DRE along with an AF Form 399, **Request for Action on Implementation of Higher Headquarters Publication**, for review and USTRANSCOM implementation, as appropriate. It is the staff OPR's responsibility to review the higher headquarters publication and determine what action is necessary by completing Section II of AF Form 399 and returning it to TCCS-IMP by the suspense date indicated in the upper right-hand corner of the form. TCCS-IMP will establish the suspense date for completion of the implementing document, if applicable to USTRANSCOM, to be forwarded to the DOD agency, in accordance with the instructions under "Effective Date and Implementation" contained in the higher headquarters publication. **NOTE:** Implementation of a higher headquarters publication does not necessarily have to be by directive. In some instances, a letter of acknowledgement (Attachment 10) is sufficient. Keep in mind when reviewing the higher headquarters publication that it may not apply directly to USTRANSCOM at Scott AFB IL, but applies to the USTRANSCOM TCCs.

**15. Form Prescribed:** USTRANSCOM Form 38.

C. D. PAIR, Major General, USA  
Chief of Staff

## 10 Attachments

1. Glossary of References and Supporting Information
2. Sample AF Form 673 for Coordination
3. Sample AF Form 673 for Command Section Signature/Approval
4. Sample Prescribed Policy Directive Format
5. Sample Prescribed Title Page and Instruction Format
6. Elements of a Publication
7. Sample Format for Request for Free Permission to Use Copyrighted Materials
8. Sample of Copyright Footnotes
9. Sample USTRANSCOM Form 38
10. Sample Letter of Acknowledgement

## **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

### ***References***

Public Law 104-13, Paperwork Reduction Act of 1995, May 22, 1995

Title 44, United States Code, Public Printing and Documents, 1988 Edition

Department of Defense (DOD) 5025.1-M, DOD Directive System Procedures

Senate Publication 101-9, Government Printing and Binding Regulations, February 1990

Joint Staff Instruction (JSI) 5701.01A, Policy for the Development of CJCS, Joint Staff, and J-Directorate Instructions, Manuals, and Notices

Joint Staff Manual (JSM) 5701.01, CJCS, Joint Staff, and J-Directorate Instructions, Manuals, and Notices Formats and Procedures

USTRANSCOM Index 0-2, Numerical Index of USTRANSCOM Standard Publications

USTRANSCOM Instruction 33-39, USTRANSCOM Information Collection and Reports Management Program

Air Force Instruction (AFI) 33-360V1, Air Force Publications Management Program

AFI 33-360V2, Forms Management Program

Air Force Policy Directive (AFPD) 37-1, Air Force Information Management

AFI 33-320, Federal Register

AFI 90-101, Implementing DOD Issuances

### ***Abbreviations and Acronyms***

AF - Air Force

AFI - Air Force Instruction

AFPD - Air Force Policy Directive

**CC - Commander**

USTRANSCOMI 33-24

Attachment 1

29 September 2003

CJCS - Chairman Joint Chiefs of Staff

CSG – Command Support Group

DAPS - Defense Automated Printing Service

DCDR - Deputy Commander

DD - Defense Department

DOD - Department of Defense

GPO - Government Printing Office

IC - Immediate Change

IOPC – Information Operations Planning Cell

JCS - Joint Chiefs of Staff

JSI - Joint Staff Instruction

JSM - Joint Staff Manual

OPR - Office of Primary Responsibility

PD - Policy Directive

PDs - Policy Directives

TCCs - Transportation Component Commands

TCCS-IMP –Publications, Forms and Reprographics Team

TCPA - Public Affairs

TCJA - Chief Counsel

TCRC - Research Center

TCJ3-ODS - Operations and Logistics Directorate, Special Technical Operations

UCMJ - Uniform Code of Military Justice

U.S.C. - United States Code

USTRANSCOM - United States Transportation Command

WWW - World Wide Web

***Terms*** - Not used.



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TCPA/TCIA		and adds those office symbol(s) to this form.									
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8. PUBLICATION TITLE (If classified, give title to be shown in index.) The Title of Your Publication				7. PUBLICATION NO. (If new, show series number.) USTRANSCOM PD 33-xx		8. PUBLICATION IS: <input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED <input type="checkbox"/> CHANGE NO. <input type="checkbox"/> SUPPLEMENT TO			
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# UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) POLICY DIRECTIVE 30-xx

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## REFERENCE(S):

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**A. PURPOSE:** As concisely as possible, explain why the publication is needed and if it implements a higher headquarters directive.

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**C. POLICIES AND PROCEDURES:** (Note: Double-space between all paragraphs of the PD.)

1. xxxxxxxxxxxx

2. xxxxxxxx

2.1. xxxxxxxxxxxxxxxxxxxx

2.1.1. xxxxxxxxxxxx

2.2. xxxxxxxx

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## APPROVED BY

4 line spaces

DANIEL G. BROWN

Lieutenant General, U.S. Army

Deputy Commander in Chief

2 line spaces

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OPR: TCJX-XX  
Supersedes USTRANSCOMR 10-xx, 1 May 93

Approved by: TCJX (CAPT John J. Grow, USN)  
Pages: 4  
Distribution: e-publishing

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Purpose and Applicability Statement: EXAMPLE--This instruction establishes the policy and procedures to xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

It implements (list higher headquarters directive(s), if applicable).

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**SUMMARY OF REVISIONS** (all caps and bold face) (if applicable)

**FOREWORD** (if applicable). (Note: Foreword must have a signature. Publication cover is required.)

**TABLE OF CONTENTS** (if applicable)

**BODY**

**1. References and Supporting Information.** References, related publications, abbreviations, acronyms, and terms used in this publication are listed in Attachment 1. (This will be your first paragraph of the body, if applicable.)

**2. Policy.**

**3. Responsibilities.**

**3.1. xxxxxxxxx**

**3.2. xxxxxxxxx**

JOHN D. BECKER, Major General, USAF  
Director, Operations and Logistics (See Note 4)

Attachments

1. xxxxxx

2. xxxxxx

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<b>Sections</b>	<p>Use capital letters in alphabetical order preceded by a numeral; e.g., Section 1A, Section 1B, Section 2A, Section 2B; etc., throughout the publication or within each chapter.</p> <p>If formatting publications in sections only, do not precede the section identification with a numeral. In this case, then simply format as Section A, Section B, Section C, etc., throughout.</p>
<b>Paragraphs</b>	<p>Number consecutively throughout the publication, using Arabic numerals; e.g., 1, 2, etc. For publications divided into chapters, use a two-part Arabic numeral. The first numeral represents the chapter, the second represents the numerical sequence of the paragraph within the chapter, e.g., 1.1., 1.2., for the first chapter, 2.1., 2.2., for the second chapter, etc. If only in sections, begin with 1 and number sequentially throughout the body. do not begin resequencing in the next section.</p>
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<b>Figures</b>	<p>Use:</p> <p>Arabic numerals, Figure 1, Figure 2, Figure 3, etc., consecutively in publications without chapters.</p> <p>Two-part Arabic numerals in publications with chapters, the first number identifies the chapter, and the second number identifies the figure sequence number within the chapter; e.g., Figure 1.1., Figure 2.1., etc.; and for figures within the attachment; e.g., Figure A1.1., Figure A1.2., etc., for figures in Attachment 1; and Figure A2.2., etc., for figures in Attachment 2.</p>
<b>Tables</b>	Follow the applications specified for figures.
<b>Attachments</b>	<p>Use Arabic numerals, Attachment 1, Attachment 2, etc., in sequence. Paragraphs in attachments will take the first number from the number of the attachment; e.g., Attachment 3 would have paragraph A3.1., A3.2., etc.</p> <p><b>NOTE:</b> If attachments have sections, identify them as sections A1A, A1B, etc. or A2B, A2C, etc.</p>

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